



राष्ट्रीय प्रौद्योगिकी संस्थान मिजोरम  
NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM

(An Institution of National Importance under Ministry of HRD, Govt. of India)

CHALTLANG, AIZAWL, MIZORAM - 796012

Phone/Fax: 0389-2391236 / 0389-2391774 / 0389-2391699

Email: nit\_mizoram@nitmz.ac.in

FORM - 1

APPLICATION FORM FOR GRANT OF LTC ADVANCE

1. Name of the Government Servant : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Date of entering the Central Govt. Service : \_\_\_\_\_
4. Pay + SI + NPA : \_\_\_\_\_
5. Whether permanent or temporary : \_\_\_\_\_
6. Home Town as recorded in S/B : \_\_\_\_\_
7. Whether husband/wife is employed and if so whether entitled to LTC : \_\_\_\_\_
8. Whether the concession is to be availed for visiting home town and if so block for which LTC is to be availed : \_\_\_\_\_
9. (a) If the concession is to visit "anywhere in India", the place to be visited : \_\_\_\_\_  
(b) Block for which to be availed : \_\_\_\_\_
10. Single rail fare/bus fare from Hqrs. to home town/place of visit by shortest route : \_\_\_\_\_

11. Persons in respect of whom LTC is proposed to be availed:

Sl. No.	Name	Age	Relationship

12. Amount of Advance required : ₹. \_\_\_\_\_

I declare that the particulars furnished above are true to the best of my knowledge and I undertake to produce the tickets for the outward journey within ten days of receipt of the advance.

In the event of cancellation of the journey or if I fail to produce the tickets within ten days of receipt of the advance, I undertake to refund the entire advance in one lumpsum.

Dated \_\_\_\_\_

Signature of Applicant

**CHECK LIST**  
**(For use in the Office)**

1. Particulars in Columns 1 to 6 verified :
2. Amount entitled for reimbursement : ₹.
3. Advance admissible (90% of amount in S.N 2) : ₹.

Advance of ₹. \_\_\_\_\_ may be sanctioned please.

Office Superintendent

Accountant

Dy. Registrar (F&A)

**Director**